

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 10, 2001

FROM: **JOHN YUHAS**, Real Property Manager
Real Estate Services

MARCEL TURNER, Director
Human Resources Department

DENA SMITH, Administrator
Performance, Education and Resource Center

SUBJECT: **REQUEST FOR PROPOSAL FOR THE LEASE OF A BUILDING FOR HUMAN
RESOURCES AND PERFORMANCE, EDUCATION & RESOURCE CENTER**

RECOMMENDATION: Authorize the Real Property Manager of Real Estate Services (RES) to issue a Request for Proposal (RFP) for the lease of 4,850 square feet for office space for Human Resources and Performance, Education & Resource Center (PERC) in the Victor Valley area.

BACKGROUND INFORMATION: The Board of Supervisors approved the original Human Resources Department Capital Improvement Request for a 2,850 square foot facility in the Victor Valley area on September 28, 1998. As part of the reorganization of the Human Services System (HSS) last year, Human Resources Department's (HRD) training and education components merged with HSS Staff Development Unit to form the Performance, Education & Resource Center (PERC). With this merger, the original Capital Improvement Request was amended on May 26, 2000, to increase the square footage to 4,850 to accommodate the co-location of PERC.

This facility would house a High Desert Regional Human Resources Office to recruit, screen and test perspective HSS employees, as well as other job applicants for other High Desert regional departments. The new facility would promote effective hiring of area residents and eliminate the need to travel to the San Bernardino downtown office for employment information, application pick-up and drop-off, testing and other employment related requirements. The office would also house two risk management staff members to serve the High Desert region. PERC will provide County staff with training, management seminars, and computer courses.

HSS requested RES negotiate a seven to ten year lease with options to extend the term. RES intends to conduct a RFP in compliance with County Policy No. 08-02-01. Review criteria to be considered includes location, public accessibility, price, length of term and other standard real estate requirements. The sample contract includes language that allows the County to terminate the agreement, but the proposer may propose costs with and without the termination clause. The RFP is on file with the Clerk of the Board.

Record of Action of the Board of Supervisors

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BOARD OF SUPERVISORS

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REVIEW BY OTHERS: This agenda item has been reviewed by HSS Administration, the County Administrative Office (Administrative Analyst Lynn Chacon), and approved as to legal form by Chief Deputy County Counsel, Rex Hinesley on February 16, 2001.

FINANCIAL IMPACT: The monthly lease payments resulting from the RFP will be paid from the County Rents Budget (AAA-RNT-2905). County Rents Budget (AAA-RNT-9800) will receive reimbursement from the HSS Budget (AAA-DPA-PERC-2905) pursuant to the monthly payments.

SUPERVISORIAL DISTRICT: First

PRESENTER: John Yuhas

SH: 7-7814

bas: 7-7830

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